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ABSTRACT

This handbook describes extended-day programs in Alabama schools as an alternative for after-school care. The handbook defines extended-day programs and discusses their rationale and benefits. It further discusses: (1) staffing, including employee procedures and job description; (2) enrollment, including registration procedures, and parent and teacher responses; (3) tuition and fees; (4) recordkeeping; (5) curriculum, including the daily routine, enrichment programs, and disciplinary policy; (6) health and safety issues; (7) the provision of information to schools by the state and the sources of such information; and (8) the state resource library. A series of appendices includes samples of a program description; an operating policy statement; a parent survey form; a personnel procedures list; a job description; a registration form; a payment record form; a schedule of activities; a disciplinary policy statement; and a safety and disaster plan. (BC)

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A HANDBOOK FOR EXTENDED–DAY PROGRAMS

PS 019405

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A HANDBOOK
FOR
EXTENDED-DAY PROGRAMS

September, 1989

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I. Message from Local Superintendent or Principal

Alabama's future lies in the ability of our children to achieve to their maximum potential. Parents and teachers must constantly strive for excellence. Our plan for excellence begins at birth and includes quality educational experiences throughout each child's development. These experiences occur both during the school day and after regular school hours.

Extended-Day Programs offer an alternative for after-school care. Through these programs, our children are offered educational enrichment experiences which enhance the regular school program. Children who participate in Extended-Day Programs are less likely to be at-risk for dropping out and/or failure. They learn social skills, improve their self-esteem, and strengthen their academic preparation.

With parents as partners, the Extended-Day Program can make the difference in helping your children prepare for the future.

_____

Signature
Local Superintendent or Principal

II. Extended-Day Programs

A. Rationale/Background

The Extended-Day Program is an extension in time of the regular school day but not necessarily involving the same structure. It is a program operated by a local public school during the regular school year. Most programs operate after school from the time school is out until 5:30 or 6:00 P.M. The programs operate either one to two days a week for enrichment or five days per week to meet the needs of working parents. Some programs may operate in the morning before the regular school day begins. The major benefit of the Extended-Day Program to the student and regular day school teacher is the positive attitude toward learning created in the child.

- Children report that they are happy in the Extended-Day Program.
- Principals report that their entire school atmosphere is enhanced by an after-school program.
- Students succeed better in the regular program because of their constructive use of time and the personal attention received. Self-motivation is enhanced. When homework is completed and concepts are grasped, students desire to participate more in the regular day school program. Important social skills are often learned in the Extended-Day Program.
- Parents report they have more quality time with their children; since homework assistance is provided.

Another prime benefit of the program is the low cost, safe environment in which working parents can leave their children who are too young to stay at home alone.

- The program provides a safe environment with adult supervision for young children.
- It increases the use of school facilities to make more efficient use of tax dollars.
- It offers the children the opportunity to improve their study skills and habits under the supervision of an adult.

- It provides parents the opportunity to deal with school officials they already know or should know.
- It provides at a low cost a needed service for working parents.
- It provides an opportunity to coordinate the after-school program with the K-12 Program.

B. Description

Extended-Day Programs are extensions of the school day after regular school hours. They operate in school facilities using classrooms, gymnasiums, auditoriums, playgrounds, and school resources. Children between the ages of 5 and 13 are provided a safe environment with adult supervision at an affordable cost.

Some school systems have developed a one-page description of the Extended-Day Program to distribute to parents, teachers, and within the community. A sample is contained in Appendix A, page 11, but most include:

- Definition of Extended-Day Program
- Purpose
- Description of Activities/Schedule
- Cost
- Registration Information

C. Operating Policies

Extended-Day Programs should develop written operating policies. These policies should include specific information related to:

- Purpose
- Administration
- Funding
- Program Description
    - Curriculum
    - Schedule
- Admission Requirements
- Discipline
- Arrival/Departure

- Termination of Services
- Absences
- Sickness
- Personal Belongings
- Holiday Schedule
- Complaint Procedure

A sample of operating policies is included in Appendix B, page 12.

D. Parent Surveys

Parents should be surveyed to identify the needs and interest in your local school or school district. These surveys should include:

- Names of children
- Grades of children
- Ages of children
- Present child care arrangements
- After-school child care needs

A sample is included in Appendix C, page 13.

III. Staffing

A. Employee Procedures/Guidelines

Staffing may vary depending on available local resources. Most after-school programs have a pupil-teacher ratio of 15 to 1 or less. Many systems utilize teacher aides to lower the ratio. Extended-Day Program staff may be certified classroom teachers, part-time assistants, and/or volunteers. Average remuneration ranges from minimum wage to $10.00 per hour for coordinators and from minimum wage to $8.00 per hour for teachers/assistants.

Staff should have personnel records as required by the school system and information related to Workers Compensation, Liability Insurance, W-4 Forms, and employee procedures. These procedures/guidelines should include:

- Hours of work
- Certification requirements
- Planning activities required
- Compensation
- Responsibilities

- Chain of command
- Time cards
- Worksite rules
- Overtime
- Age requirements

A sample of personnel procedures/guidelines is included in Appendix D, pages 14 and 15.

B. Job Descriptions

Some of the key positions employed in Extended-Day Programs are director, coordinator or supervisor, certified teacher, and program aide or assistant. Job descriptions should be developed for each which include:

- Title
- Division within the organization
- To whom this person reports
- Primary function
- Major responsibilities
- Qualifications

Samples of job descriptions are included in Appendix E, page 16.

IV. Enrollment

A. Registration

A registration procedure should be established to accept applications for participation in the Extended-Day Programs. Information needed includes:

- Name
- Homeroom teacher
- Home phone number
- Parent's names and work phone numbers
- Emergency contact
- Authorization
- Full weeks/individual days needed
- Pick up time
- Costs
- Authorized person to pick up child
- Inclement weather pick-up plan
- Insurance needs
- Health needs
- Information on special needs

- Hobbies/interests/talents
- Brothers' and sisters' names
- Courses requested
- Registration fees (fees range from $5.00 to $20.00)

A sample registration form is included in Appendix F, page 17.

B. Parent Response

Parents need to know about Extended-Day Programs and understand that they are partners in developing a quality after-school program. The Extended-Day Program is an excellent opportunity for parents to see and talk with school personnel when they pick up their child. School administrators report that often parents stay and volunteer to read aloud to a small group of children. Parents can see firsthand their child's work and ask questions from educators. Parents may be involved in the planning of the program in an advisory council capacity. Some schools distribute a newsletter to parents informing them of the program's activities. A parent's handbook should be developed to include comprehensive information on the Extended-Day Program. Items to include might be:

- Identification of School Administrators, Extended-Day Staff
- Information on Curriculum
- Information on Registration
- Operating Policies
- Costs/Payment Schedule
- School Calendar

Most of the areas covered in the appendices should also be included in the parent handbook.

C. Teacher Response

Teachers during the regular school day can work as partners with parents and

Extended-Day Program staff to improve the child's educational experiences. The entire school atmosphere is enhanced by the after-school program.

V. Tuition and Fees

Tuition and fees for Extended-Day Programs vary. Most are very affordable and offer arrangements for children of families with economic difficulties. Most programs are self-supporting from tuition, although some school systems utilize local or federal funds for after-school programs. Prices range from approximately $5.00 per week to $20.00 per week, with a $16.00 per week average. Many school systems utilize their community education coordinator to administer the program, thus reducing administrative costs.

Additional fees are charged for:

- Special enrichment programs (tutoring, computer camps, music lessons, dancing lessons, etc.)
- Registration fees
- Early or late pick-ups
- Returned checks
- Reservation fee for students who are absent for a period of time

VI. Recordkeeping/Accounting

Administrative procedures needed to operate an Extended-Day Program include:

- Attendance records
- Sign in and out sheets
- Payment information
- Time cards/sheets
- Accounting procedures
- Financial forms (contracts, purchase orders, vouchers, requisitions, payrolls, etc.)

A sample student payment record form is included in Appendix G, page 18.

VII. Schedule/Curriculum

A. Daily Routine

A regular schedule should be designated. Most programs operate Monday through Friday from 3:00 P.M. to approximately 5:30 PM.

Activity plans should be developed and made available. Routine curriculum typically includes:

- Attendance check
- Snack/restroom visit
- Outdoor activities (sports activity, games, exercises, etc.)
- Indoor activities (homework time, arts/crafts, music, etc.)
- Planned audio-visual (story, film, etc.)
- Pick-up

A sample activity schedule is included in Appendix H, pages 19 and 20.

B. Enrichment Programs

Extended-Day Programs include enrichment activities in the delivery of the program. These activities may be provided at no additional cost, at a small additional cost, or supplemented by other funding (parents, industry, grants).

Some of these activities may be:

- Storytime
- Art
- Dance
- Games
- Gymnastics
- Foreign Languages
- Films
- Sports Skills
- Literary Groups
- Computer
- Science Projects
- Math for Fun
- Academic Team Practice for Competition
- Journalism
- Map Skills
- Reading for Fun
- Nature Study
- Creative Writing
- Piano
- Homework Help

C. Disciplinary Policy

Disciplinary policy should be developed and fully explained to parents and children. Positive discipline should be attempted focusing and on a partnership between parent and Extended-Day Program staff.

A sample disciplinary policy is included in Appendix I, page 21.

VIII. Health and Safety

Precaution should be made to insure each child's safety. Both safety plans and disaster plans should be developed and explained to parents, staff and children. A sample is included in Appendix J, page 22.

Safety plans should cover rules children are expected to observe and procedures to follow in case of an accident.

Disaster plans should cover fires, bomb threats, threatening weather, and flooding. Periodic practices should be conducted to fully acquaint the staff and children of the procedures to be followed.

IX. Alabama's Extended-Day Programs

For more information on developing and implementing an Extended-Day Program, contact:

COMMUNITY EDUCATION SECTION
ALABAMA STATE DEPARTMENT OF EDUCATION
GORDON PERSONS BUILDING, ROOM 3328
50 NORTH RIPLEY STREET
MONTGOMERY, ALABAMA 36130-3901
(205) 242-8148 OR 1-800-448-9423

The Alabama State Department of Education, Community Education Section provides:

- Technical assistance in starting an Extended-Day Program
- Training sessions for community education coordinators, PTAs, elementary school principals, and teachers
- Resource materials
- Information and referral services on school-age child care

- Surveys and instruments to determine needs for Extended-Day Programs
- Statewide awareness of the need for Extended-Day Programs

X. Community Education Resource Library

The Community Education Section maintains a resource library with books, cassettes, videotapes, and multi-media kits available free on loan to teachers and administrators. A free copy of the **School-Age Child Care Resource Listing** is available by contacting:

COMMUNITY EDUCATION SECTION
ALABAMA STATE DEPARTMENT OF EDUCATION
GORDON PERSONS BUILDING, ROOM 3328
50 NORTH RIPLEY STREET
MONTGOMERY, ALABAMA 36130-3901
(205) 242-8148 OR 1-800-448-9423

APPENDIX A

Extended-Day Program Description

WHAT WE ARE

Our Extended-Day Programs are offered as a service to the parents of our community who need care for their children after school hours. Our main focus is the child, in all his or her aspects--physical, social, emotional and intellectual. We desire to provide, as nearly as possible, those experiences children would have if they were at home during the afternoon with their parents and try to allow for spontaneity and serendipity. At the same time, we balance the day's activities with structured, challenging, instructive and pleasurable experiences.

We offer children a wide range of activities that capitalize on their interest. Also, we use our community's resources and invite people to come and instruct the children in their areas of expertise. Examples include arts and crafts, music, dance and storytelling. Table games, films and outdoor play when weather is nice, or sports in the gym in bad weather, are also a regular part of our program. The Community School takes advantage of any special programs in the community when possible. Parents are notified in advance of these programs and a permission sheet must be signed.

Safety and security are major concerns in our program. We maintain an adult to child ratio that enables us to insure a secure environment for children. And, we strive to relate to each child in a way that nurtures his or her individuality and provides the warmth the child needs to grow and mature.

Source:
Birmingham City Schools
Avondale Community School
Extended-Day Program

APPENDIX B

Operating Policies

I. Purpose

The purpose of the Tuscaloosa City Schools Extended-Day Program is to use the already existing public facilities in order to provide the population of each school community with the very best child care and learning experiences at the most economical price possible. The Extended-Day Program is designed for children enrolled at each participating school.

II. Administration

The community education coordinator, the building principal, and two certified teachers will be conducting each after-school program.

III. Funding

Although this program is endorsed by the city board of education as a component of the Community Education Program, Extended-Day Program receives no direct financial support from the board of education. Operating funds will be derived solely from income generated by the program.

IV. Program Description

A. Curriculum - Extended-Day Program (schedule may vary depending on weather and other conditions).

2:45-3:00 - Assemble for roll check, put up materials, discussion
3:00-3:15 - Snack and restroom
3:15-4:00 - Outside activities
4:00-5:00 - Indoor activities and clean up
5:00-5:15 - Story & filmstrip
5:30 - School Closed

Source:
Tuscaloosa City Schools
Extended-Day Program

APPENDIX C

Parent Survey Form

Most of you are aware that an Extended-Day Program operates at Church Street School from 2:30 to 5:00 P.M. each school day. In fact, we have enrolled over 100 students which is at maximum capacity.

This year we were funded for an Enrichment and Tutorial Grant by the State of Alabama in the Extended-Day Program. We have it fully operational and hope the children will reap rewards from it.

One of the requirements of the program is that a survey of parents be carried out. We encourage you to participate and we thank you! Please fill out and return by OCTOBER 14!

CHURCH STREET

Name of Child(ren)	Grade	Homeroom Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

What are your present child care arrangements after-school on a normal day.

_____ Extended-Day at Church Street

_____ Parents pick-up and/or supervise child(ren)

_____ Friend/relative picks up and/or supervises her/him

_____ Goes to day Care Center - Not Extended-Day Program

_____ Goes home and/or stays with older brother or sister

_____ Other. Please explain:_____

_____

Thank you for your assistance in completing and returning this form. Please return this questionnaire to your child's or one of your children's homeroom teacher.

Source:
Andalusia City Schools
Extended-Day Program

APPENDIX D

Personnel Procedures/Guidelines

1. All teachers will be at work stations on or before daily shift begins. Tardiness will not be tolerated. Absenteeism should be kept to an absolute minimum.

2. Teachers must dress appropriately.

3. Absolutely NO SMOKING AT ANY TIME!

4. Teachers may not eat or drink anything other than snacks served to children. (No cokes or coffee)

5. Each teacher will be responsible for the safety and activities of her class at all times. Classes will be divided by age or interest.

6. Each teacher will help serve snacks and clean up afterward.

7. Time and attendance sheets must be posted accurately and approved by the lead teacher and specialist before being submitted for payment. Payment will be bi-weekly.

8. Teachers should use positive reinforcement in dealing with children; however, a "time out" will be an acceptable form of discipline. NO CORPORAL PUNISHMENT will be used at any time!

9. Children must be under a teacher's supervision at all times, especially while on the playground (i.e. teachers may not sit in chairs or stand inside watching through windows, etc.). Children will not be allowed to remain inside the building, run errands, etc., without supervision.

10. Teachers will speak to children in a normal manner.

11. Teachers will plan and teach programs for their group of children throughout the year. Planning sessions will be required at scheduled times.

12. Teachers must submit a lesson plan and supply list for activities in advance so that purchases may be made. All expenditures must be approved by the specialist and lead teacher.

13. Breaks will not be given due to the short work period unless absolutely necessary.

14. Teachers are responsible for children until they are picked up. No child will be allowed to leave the premises without a responsible person designated by the parent to pick him/her up. Teachers are not to take a child from the school without prior approval or under special circumstances.

15. In the event of serious injury to a child or staff member, the specialist must be notified.

16. In the event a child is not picked up within 30 minutes past closing, the specialist must be notified.

17. Teachers must be aware of all pertinent information concerning the welfare of the child, such as health restrictions and persons approved to pick up the child.

18. All teachers must become acquainted with procedures regarding handling of money. A receipt must be given every time cash is accepted for payment.

Source:
Huntsville City School
Extended-Day Program

APPENDIX E

Job Description

TEACHER

Principal Function: To assist the director in the on-going activities of the Extended-Day Program and serving as a leader and teacher with the children.

Responsibilities:

1. To maintain a happy environment and provide activities which will promote children's physical, emotional, mental and social growth.
2. To work according to the schedule outlined by the director and to maintain prompt hours.
3. To plan, supervise and implement a daily teaching program in accordance with the policies and philosophy of the Extended-Day Program.
4. To give each child the attention needed to assure his best welfare (includes needs related to learning experiences, eating, toileting, playing, working, health and safety).
5. To work with maintenance personnel to assure a clean and orderly building each day.
6. In cooperation with the director and the classroom teachers and staff, to plan with other teachers using the rooms to assure maximum benefit of facilities.
7. To attend all staff meetings.
8. To inform the director of needed supplies, repairs and materials as far in advance as possible - at least one week.
9. To enrich daily programs in a variety of ways, using the best methods of teaching and helps provided for the learning experience.

AIDE

Principal Function: To assist the director and teacher in providing appropriate learning experiences for the children.

Responsibilities:

1. To confer with the teacher about definite responsibilities and schedules.
2. To become acquainted with all children and aware of their needs.
3. To cooperate in maintaining a happy atmosphere in which each child may come to know his freedom and his limitations.
4. To treat each child consistently and kindly in the patterns established by the teacher and director.
5. To seek to be a helper figure to the children.
6. To be consistently mindful of the goals of the Extended-Day Program and work for daily realization of these goals.
7. To attend all staff meetings.
8. To help with all housekeeping tasks.
9. To become acquainted with and abide by all policies of the Extend-Day Program.
10. To assist the teachers in the planning process for enrichment and to carry out any responsibilities assigned.

Source:
Homewood City Schools
Extended-Day Program

APPENDIX F

Registration Form

CHILD'S NAME:_____ AGE:_____

SCHOOL ATTENDING:_____ GRADE:_____

ADDRESS:_____PHONE NO.:_____

MOTHER'S NAME:_____

FATHER'S NAME:_____

MOTHER'S PLACE OF WORK:_____PHONE NO.:_____

FATHER'S PLACE OF WORK:_____ PHONE NO.:_____

MEDICAL INFORMATION:

(ALLERGIES--Nosebleeds, Bites, etc.) ( )YES ( )NO If yes, please stat
Allergies:_____

_____

NAME AND PHONE NUMBERS OF EMERGENCY PERSONS TO CALL:

(1) _____PHONE NO.:_____

(2)_____PHONE NO.:_____

(3) _____PHONE NO.:_____

IS CHILD COVERED BY INSURANCE. ( ) YES ( )NO

DOCTOR'S NAME:_____PHONE NO.:_____

PERMISSION TO SEEK MEDICAL TREATMENT IF UNABLE TO REACH PARENTS:()YES ()NO

PERSONS WITH PERMISSION TO PICK UP CHILD OTHER THAN PARENTS:

(1)_____PHONE NO.:_____

(2)_____PHONE NO.:_____

(3)_____PHONE NO.:_____

BROTHERS AND SISTERS NAMES AND AGES:

_____ _____

_____ _____

_____ _____
SIGNATURE OF PARENT DATE

Source:
Dothan City Schools
Extended-Day Program

APPENDIX G

Student Payment Record Form

IE/NAMES _____ DATE ENTERED PROGRAM _____

_____ DATE WITHDREW _____

_____ RATE _____

ARGE DATES 7—88	CHARGES REGULAR	CHARGES LATE FEE	DATE	PAYMENTS AMOUNT	CHECK	CASH	RECEIPT NUMBER	BALANCE FORWARD
31 — 9/4								
8 — 9/11								
14 — 9/18								
21 — 9/25								
28 — 10/2								
5 — 10/9								
12 — 10/16								
19 — 10/23								
26 — 10/30								
2 — 11/6								
9 — 11/13								
16 — 11/20								
23 — 11/25								
30 — 12/4								
7 — 12/11								
14 — 12/18								
4 — 1/8								
11 — 1/15								
19 — 1/22								
26 — 1/29								
1 — 2/5								
8 — 2/12								
15 — 2/19								
22 — 2/26								
29 — 3/4								
7 — 3/11								
14 — 3/18								
22 — 3/25								
28 — 4/1								
11 — 4/15								
18 — 4/22								
25 — 4/29								
2 — 5/6								
9 — 5/13								
16 — 5/20								
24 — 5/27								
30 — 8/3								

APPENDIX H

Activities Schedule

ANALYSIS OF JANUARY 15, 1987 SCHEDULE

	K	1	2	3	4	5
2:50 - 3:10		REFRESHMENTS ROLL CALL	GYM	GYM	REFRESHMENTS ROLL CALL	REFRESHMENTS ROLL CALL
3:10 - 3:30		GYM	REFRESHMENTS ROLL CALL	REFRESHMENTS ROLL CALL	HOMEWORK GAMES IN LUNCHROOM	HOMEWORK GAMES IN LUNCHROOM
3:30 - 4:10	FRENCH SPANISH	FRENCH SPANISH GYMNASTICS	ART	LEGOS NERF GOLF CROSS STITCHING GAMES IN LUNCHROOM	HOMEWORK TAPING CROSS STITCHING GAMES IN LUNCHROOM BASKETBALL SKILLS	HOMEWORK TAPING CROSS STITCHING GAMES IN LUNCHROOM BASKETBALL SKILLS
4:10 - 4:50		ART	FRENCH SPANISH LEGOS NERF GOLF GAMES IN LUNCHROOM	FRENCH SPANISH GYMNASTICS	BASKETBALL SKILLS BINGO	BASKETBALL SKILLS BINGO
4:50 - 5:30		LEGOS NERF GOLF	GYMNASTICS	ART GYM	FRENCH SPANISH ART GYM TAPING GAMES IN LUNCHROOM	FRENCH SPANISH ART GYM TAPING GAMES IN LUNCHROOM
5:30 - 6:00		CLEANUP IN LUNCHROOM				

APPENDIX H (CONT.)

Activities Schedule

THURSDAY 1/15/87

2:50-3:10 - 1st, 4th & 5th - Refreshments and Roll Call - Donna
2nd & 3rd - Gym - Pattye and Angela

3:10-3:30 - 2nd & 3rd - Refreshments and Roll Call - Donna
1st - Gym - Pattye and Angela
4th & 5th - Homework - Mrs. Wells or game in lunchroom

3:30-4:10 - 1st gr. - Gymnastics - Karen and Girls
2nd - Spelling Bee Art - Donna and Angela
French 3rd - D.R. - Legos (Josephs' room)
K & 1 Venita - Nerf Golf (Nicholas' room)
Cross Stitching or games in lunchroom
Spanish 4th & 5th - Homework - Media Center - Mrs. Stevens
K & 1 Taping - Sarah (Wells' office or Chapple's rm)
Games in lunchroom or Cross Stitching
Shane and Lynn - Basketball Skills

4:10-4:50 - 1st - Spelling Bee Art - Angela and Donna
2nd - D.R. - Legos
French Venita - Nerf Golf
2 & 3 Games in lunchroom
3rd - Gymnastics - Karen and Girls
Spanish 4th & 5th - Shane and Lynn - Basketball Skills
2 & 3 Bingo - Tracey Rothoff - Stevens' Room

4:50-5:30 - 1st - Legos - D.R. Nerf Golf - Venita
2nd - Gymnastics - Karen and Girls
French 3rd - Art - Spelling Bee Art - Donna and Angela
Shane
4 & 5 4th and 5th - Art - Donna and Angela
Shane and Lynn - Gym
Spanish Games in lunchroom or Taping
4 & 5

5:30-6:00 - Everyone to lunchroom for cleanup

Activities to be changed to outside only if weather is pretty.
No games on backfield, too muddy.

Source:
Homewood City Schools
Extended-Day Program

APPENDIX I

Disciplinary Policy

In addition to the policies in the Extended-Day Handbook, the following procedures are suggested:

1. If a child is constantly disruptive of the program, we need to take the following steps:

   a. Isolation
   b. Deny a privilege
   c. Conversation with the parent asking for assistance (More than one staff member should be present.)
   d. Have Lisa L. or Deborah Mc. talk to regular teacher about the discipline measure that he/she responds to most effectively.
   e. Ask for Mr. Dyess to hold a conference with the parent with one or more staff member (s).
   f. A letter from Mr. Dyess indicating a need for improvement or possible suspension.
   g. In consultation with Dr. Alford, Mr. Dyess will send a letter of expulsion with a refund of money for remaining paid-up days.

2. If a child is continually rude, vulgar or disrespectful to the staff:

   a. Refer to principal or refer to Mr. Dyess (phone call)
   b. Investigation of circumstances (same steps as above, dependent upon the severity of the case)

Source:
Andalusia City Schools
Extended-Day Program

APPENDIX J

Safety/Disaster Plan

HEALTH & SAFETY

We take all possible precautions to ensure your child's safet, However, accidents can and do happen. For this reason, we ask that you b certain to give us the following:

- Name of your child's pediatrician.
- A relative or friend who lives nearby and can be contacted if parents cannot be reached.
- Both parents' office and home addresses and phone numbers.
- Name of your insurance company and policy number.

Please correct these in the office if any change occurs during the year.

SAFETY RULES

Certain behavior can result in a child being injured or in propert being destroyed. Therefore, we insist that children abide by rule designated to lessen the chances of injury to themselves or others or the destruction of property.

Children must not:

1. Throw or play with sticks.
2. Throw rocks or items out of school windows.
3. Litter school buildings or grounds.
4. Threaten or cause injury to another person.
5. Play on or near stairs.
6. Hang out of windows in any room.
7. Climb on desks or jump off furniture.
8. Leave those areas designated as play areas by Avondale or Comer Schools.
9. Run in the rooms or in the hallways of the school.
10. Play rough such as in wrestling, judo, etc. It may begin in fun but very often results in someone being hurt. No rough play of this kind is allowed.
11. Leave the area of the playground that is being supervised or leave the extended-day room unless permission has been granted and a pass obtained from teacher in charge.
12. Run or play roughly indoors such as on stage of gym at Avondale.

EMERGENCY PLANS/CANCELLATION OF ACTIVITIES

A. Medical
In case a student becomes ill, the Extended-Day Program staff will call the person(s) indicated on the registration form.

B. Storms, fire, etc.
In the event of a tornado warning, everyone is instructed as in a standard school drill for each emergency. Drills during Extended-Day Program will be conducted periodically.

C. If/when we have a tornado warning and a parent desires to check out their child, we require that the child be checked out directly with the supervising teacher.

Source:
Birmingham City Schools
Avondale Community School
Extended-Day Program